



WASHINGTON MILITARY DEPARTMENT POLICY

Human Resource Policy Number 03-210-05

PROBATIONARY AND TRIAL SERVICE NON-REPRESENTED EMPLOYEES

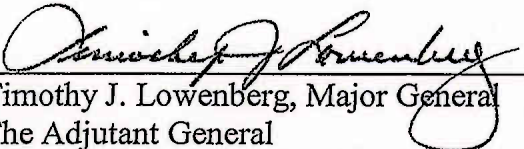
Supersedes: All previous Washington Military Department policies and documents of the same or similar name prior to the effective date of this policy.

Effective Date: July 1, 2005

1. **Purpose.** The purpose of this policy is to provide Washington Military Department management and staff with a reference to WAC 357-19 and the applicable chapters that provide detailed criteria regarding probationary and trial service periods.
2. **Applicability.** This policy applies to all Washington Military Department (WMD) non-represented state employees in Washington General Service (WGS) appointments. It does not apply to Department employees that are in Collective Bargaining Units and / or that are covered by Collective Bargaining Agreements. Additionally, it does not apply to guard members on state active duty or federal personnel to include Active Guard Reservist (AGRs), traditional guard personnel in federal military status or military technicians.
3. **References.**
 - a. WAC 357-19, Appointments and Reemployment, establishes specific criteria and allows employers the authority and discretion to carry out activities related to probationary and trial service period.
4. **Definitions.**
 - a. Probationary Period: The initial period of employment following certification and appointment to, or reemployment in, the classified service. The probationary period continues for 6 to 12 months as determined under the provisions of WAC 357-19-040.
 - b. Trial Service Period: The initial period of employment following promotional appointment to a position in a new class or the initial period of employment following a transfer, voluntary demotion, or elevation when required by the employer under the provisions of 357-19-030. The trial service period will continue for six to twelve months as determined under the provisions of WAC 357-19-050.
5. **Policy.** Probationary and trial service periods provide managers and supervisors with opportunities to observe and evaluate employee skills, abilities, working subject knowledge and future potential following an appointment to a new position. The Department is committed to providing optimum circumstances for the initial learning and orientation of

employees appointed to new positions, and flexibility in the length of probationary and trial service periods to accommodate various circumstances and /or employees with additional training or mentoring needs in order to meet the performance expectations of the position.

- a. The Department's business practices and processes shall comply with federal and state laws.
- b. Probationary and trial service periods will be served in accordance with the applicable WAC.
- c. The length of probationary and trial service appointment for all positions covered by this policy will be 6 months.
- d. Trial periods will be required following a transfer, voluntary demotion, or elevation unless an exception is approved by the Manager / Supervisor and the Human Resource Director prior to the effective date of the appointment. Exception to this requirement will determine based on the selection criteria, a skills review, organizational needs, and/or other relevant factors. Employees will be notified in their appointment letter of the requirement to serve a trial service period.
- e. When employees accept other permanent appointments prior to completing their current probationary or trial service appointments, the appropriate Executive Management Team (EMT) member in conjunction with Human Resource Director will determine if the position allocations are closely related, based on the allocating documents, assigned competencies, and /or a position review. If the positions are closely related, the employee may concurrently serve their probationary / trial service requirements. Employees will be notified if and why they can concurrently serve their probationary / trial periods in their appointment letter.
- f. Managers or supervisors may request, through the chain of command, an extension of individual probationary or trial service periods up to, but not to exceed a total of 12 months. The Human Resource Director will make the determination based on the merits of the request, competencies / expectations and employee performance. Employees will be notified in writing when and by what amount their probationary or trial service periods have been extended.
- g. Employees who fail to demonstrate the required competencies and / or fail to meet the expectations of their probationary or trial serve appointment may be separated from their appointments in accordance with WAC 357-46-180 or 357-19-105 respectively.


Timothy J. Lowenberg, Major General
The Adjutant General
Director, Washington Military Department

30 June 2005
Date